
Program Support Rate Form Instructions

All data is required for each Program Support rate that you are requesting.

- 01 Description:**
This section identifies the program office that the rate is supporting.
- 02 Program Name:** Provide a brief title of the Program Office Support rate being requested.
- 03 Responsible Organization:** Identify the program office requesting the rate.
- 04 Responsible Individual:** Indicate the individual within the organization who is responsible for this Program Support rate.
- 05 Program Code (X7):** Provide the program code that will be used to track the costs associated with this Program Support rate (also indicate the revenue program code, if it is different).
- 06 Effective Date:** Indicate the date that this program support rate is expected to be implemented; for most rates, this will be 10/1/96.
- 07 Application Base:** Identify, as specifically as possible, the base to which this rate will be applied. This could be in terms of Budget and Reporting (B&R) codes, program codes, or customer names..
- 08 Estimated Cost:**
This section provides cost data related to the proposed program support rate.
- 09 Work Package No.:** Identify the work package number. This number can be obtained directly from the related work package form.
- 10 WP Title:** Indicate the title of the program/work package.
- 11 FY96 \$k:** Indicate the FY96 dollars for this work package. This number can be obtained directly from the related work package form.
- 12 FY97 \$k:** Indicate the FY97 dollars for this work package. This number can be obtained directly from the related work package form.
- 13 Total Cost:** Total the work packages related to this Program Support rate in both the FY96 \$k and FY97 \$k columns.
- 14 Anticipated Funding:** Indicate the amount of funding that you anticipate receiving in the Application Base defined above.
- 15 Rate: (Total Cost / Anticipated Funding):** This is a calculation based on prior fields. Divide the total cost for each year by the total anticipated funding base for each year to determine the rate.
- 16 Approval:** For each rate request, obtain the signatures of the appropriate business team leader and the division director/program director (or responsible manager) before submittal.